



Superintendent Tom Horne

## AIMS UPDATE FOR TEST COORDINATORS

February 2007

# 14

### Spring 2007 Testing – Frequently Asked Questions

#### Testing Accommodations

*May students have additional time on the TerraNova if they receive universal accommodations?*

No. There is an error in the document, *Testing Accommodations: Guidelines for 2006-07*. Extended time is a standard accommodation for AIMS testing only. Extended time on the *TerraNova* test is a standard accommodation that is available for ELL students, 504 students, and Special Education students.

*What is a four function calculator?*

A four function calculator has no algebraic operating system but may have more than the four basic functions of addition, subtraction, multiplication, and division.

*How do I know if a calculator has an algebraic operating system?*

Enter the following expression into the calculator:

$$2 + 5 \times 10 =$$

If the calculator gives you a solution of 70, it does not have an algebraic operating system and may be used by a special education student whose IEP calls for the use of a calculator on the AIMS or *TerraNova* Mathematics test. If the calculator gives you a solution of 52, it has an algebraic operating system and may not be used during AIMS or *TerraNova* testing.

#### Materials: Receipt, Packaging, and Pick-Up

*How will the Grade 3 Writing Draft Booklets arrive?*

The Grade 3 Writing Draft Booklets were printed by ADE and will be shipped by ADE to arrive during the shipping window. The Draft Booklets will be packaged by school, according to school counts entered during CTB Online Ordering.

*I am scheduled for an EGL pick-up of high school materials, but I am an elementary district and have no high school students. What should I do?*

Call Jessica Stanley or email her at [jessica\\_stanley@ctb.com](mailto:jessica_stanley@ctb.com).

*Can AIMS answer documents and TerraNova answer documents be returned in the same box?*

No. AIMS and *TerraNova* are two separate testing programs. The scorable materials from each program must be returned in separate boxes.

*Can AIMS answer documents and field test answer documents be returned in the same box?*

No. AIMS answer documents and field test answer documents cannot be returned in the same box. They must be packaged in separate boxes.

*What materials can be boxed together?*

Never combine materials from different label colors in the same box. Use the label color as your guide to what can be boxed together.

YELLOW LABEL: AIMS HS answer documents

PINK LABEL: AIMS DPA Writing Field Test books/answer documents

ORANGE LABEL: AIMS DPA Grades 4 – 8 answer documents and Grade 3 test books

PURPLE LABEL: *TerraNova* Grade 2 test books and Grade 9 answer documents

BLUE LABEL: AIMS Science field test answer document (Grades 4, 8, and HS)

GREEN LABEL: all nonscorables (AIMS DPA, AIMS HS, *TerraNova*, and any field test)

It is best to avoid including more than one school within the same box.

*Where should the colored return label be placed on the box?*

Place the colored return label on the TOP of the box.

*If all materials are boxed and sealed, and waiting for EGL to pick up, do the materials need to remain in locked storage?*

Yes. It is your responsibility to secure materials until they are released to EGL.

***May I change my EGL pick-up date?***

No. The EGL pick-up schedule has been arranged to make the retrieval of test materials as efficient as possible and to maintain an optimal flow of test materials through the scoring center.

***What address does EGL use for my test material pick-up?***

EGL will use the same address for material pick-up test materials that was used for the delivery of the test materials. EGL will confirm the address when they call to confirm pick-up dates.

***If you are a small district/charter, won't EGL just pick-up everything at one time?***

No. EGL will pick-up different test materials at different times according to the assigned schedule.

***What do I do if EGL does not arrive on the assigned date?***

Call Jessica Stanley or email her at [jessica\\_stanley@ctb.com](mailto:jessica_stanley@ctb.com).

**Test Administration and Test Security**

***Do private schools and private/voucher placement schools follow the same administration rules and test security procedures that public schools do?***

Yes.

***Were test coordinators from private schools and private/voucher placement schools required to attend a Pre-Test Workshop?***

Yes.

***Do all schools in a district need to test on the same dates?***

Yes. All schools within a district or a charter must administer AIMS DPA on the same dates, *TerraNova* Grade 2 on the same dates, and *TerraNova* Grade 9 on the same date(s).

***Can multiple grade levels of students test on AIMS DPA in the same room?***

Yes. Multiple grade levels may test in the same room as long as the directions are read to each grade level separately.

***Should students who come to school late on a testing date be permitted to participate in testing?***

Yes. You may wish to have the student tested in a separate location to not impact scheduling for all other students.

***Should students that are suspended from school participate in testing?***

Yes. Such students may be tested in a location away from other students. Suspended students do not need to participate in any field tests.

***Does the requirement of using sign-in sheets for middle school students apply for students who are in a self-contained classroom?***

No. There is no need to use a sign-in system for self-contained classroom. Sign-in sheets are required for students in a departmentalized classroom setting.

***What material may remain posted in the classroom during testing?***

The six-trait scoring rubric and the AIMS mathematics reference sheet may be posted during AIMS testing. Both of these are available on the ADE Test Coordinator's webpage and on the CD included in the Pre-Test Workshop packet. An alphabet chart may also remain posted during AIMS testing.

***May test materials be kept in locked storage within the classroom overnight?***

No. Test materials are not to be left in a classroom overnight. Materials should be checked out and into a secure location outside of the teacher's classroom each day when testing is completed. Storing test materials in a central, non-classroom location overnight keeps the test more secure and helps shield teachers from accusations of wrongdoing and other problems.

***How long are we required to keep signed test security agreements?***

ADE recommends that test security agreements be kept for 3 years. Guidance for the retention of test security agreements and other test related materials can be found at [www.lib.az.us](http://www.lib.az.us).

***What do I do if a student has a cell phone in their possession during testing?***

ADE recommends that cell phones be prohibited during testing. However, if the student is not using the cell phone in any way during the testing, then the student has broken a school rule and the school can apply the consequence. If the student is using the calculator function or texting a student to get answers to the test, then the student has cheated and that is a violation of testing procedures. As a result, the district test coordinator needs to contact Samantha Whittle at ADE.

***What do I do if there is a testing violation during testing?***

Contact Samantha Whittle at ADE. She will provide guidance on how to handle the situation.

## **AIMS HS**

*A student who attended another high school but did not graduate because of AIMS wants to test at my school. Do I have to test him/her?*

No. Such students may test at the school that will award them a diploma once the AIMS requirement is met.

*Are high schools required to find their former students, who have not yet graduated and may not be enrolled in another high school, to offer them an opportunity to participate in AIMS HS testing?*

No.

*Do foreign exchange students need to take the AIMS HS test?*

Yes and no. If they plan to graduate from an Arizona public high school, they will need to take the AIMS HS tests. If they do not plan to graduate from an Arizona public high school, they do not need to take the AIMS HS tests.

*For students who test on either AIMS HS Writing or AIMS HS Reading on the primary test date and then test on the other content area on the make-up test date, should one answer document be used or two answer documents be used?*

One answer document. For students testing on both AIMS HS Writing and Reading, the same answer document should be used for both even if the student completes one of the tests on the make-up date.

*What happens if a student uses two separate answer documents (one each for AIMS HS Writing and AIMS HS Reading)?*

Both documents will be scored, however the student will get two separate score reports.

*If a student becomes ill during testing and is unable to complete a content area of AIMS HS, may the student complete that test on the make-up date?*

No.

## **Pre-Coded Student Labels**

*Should the pre-coded student label be used if there is incorrect information on it?*

Yes. If the SAIS ID number on the label is correct, use the label and bubble the correct information on the back of the answer document.

*The wrong pre-coded student label was placed on an answer document that had already been used by a student. What do I do?*

Place the correct label over the incorrect label so that it covers the incorrect label perfectly (so that the incorrect label cannot be seen).

## **CONTACT INFORMATION**

### **ADE Assessment Section**

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Roberta Alley, Deputy Associate Superintendent

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Irene Hunting, Director of State Test Administration

Telephone: (602) 542-5450

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Samantha Whittle, State Test Coordinator

Telephone: (602) 542-5345

Email: [Samantha.Whittle@azed.gov](mailto:Samantha.Whittle@azed.gov)

To add your name to the Test Coordinator's email list or for questions regarding testing, contact Samantha Whittle.

**Test Coordinator Webpage:**

[www.azed.gov/standards/AIMS/Administering](http://www.azed.gov/standards/AIMS/Administering)

### **CTB/McGraw-Hill**

Arizona Help Desk

Telephone: (888) 630-9145

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Email: [ArizonaHelpDesk@ctb.com](mailto:ArizonaHelpDesk@ctb.com)

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Regarding the purchase of CTB products contact:

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